

(JULY -DEC 1958)

Chief, Management Staff

19 December 1958

Chief, Records Management Staff

Weekly Report for Week Ending 17 December 1958

1. Contributions

a. Tangible

(1) The Records Center received 511 cu. ft. of inactive records from six offices; destroyed 20 cu. ft. Total records in the Center 40,969 cu. ft.

(2) Completed 14 new and four revised forms.

b. Intangible

(1) Completed review of proof for revised Personal History Statement.

2. Assignments - Active

a. Forms

(1) Eight new and 20 revised forms pending.

(2) Printing Services Division Survey.

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(3) Reduction in ~~requirements~~ requirements for forms.

(4) Revision of Travel Order. Comments received from DD/P.

(5) Teletype Dissemination Information Reports and Systems.

25X1C4a

(6) Revision of ~~Form~~ Form.

(7) Improved Management of Stocked Forms.

b. Shelf Filing

(1) Office of Personnel.

(2) IN/OCN. Equipment received and being installed.

(3) Acquisition Branch Library/OCN.

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(4) Map Library Division/CSS.

(5) Office of General Counsel

25X1A6a

(6) [REDACTED] /Contract Division.
Specifications for equipment prepared.

(7) AS Division/IO/P. Requisition for installation in process.

(8) Office of Security/Building 13.

c. Filing Systems

(1) Installation being made in Office of AS/Pers/PD

FOIAb3b1

(2) [REDACTED] /CO.

(3) Office of Communications/[REDACTED] 25X1A6a

(4) Office of Personnel/Contract Personnel Division.
Office of Security has approved space for secure area and Office of Personnel will initiate requisition to proceed with alterations.

(5) Special Planning Assistant/IO/S.
Installation of filing installation continues.

(6) Executive Secretary/PR/HRP. Office agreed to our proposal to use Rol-Dex equipment which expedites references to a card file of approximately [REDACTED]

25X1X4

25X1X4

d. Audit and Revision of Records Control Schedules.

(1) Medical Staff. Revised schedule for Operations Division completed.

(2) OOR. Review of schedule continues.

e. Special Projects

(1) Headquarters File Cleanup Campaign.

(2) Review of OOR Clerical Training in Filing Systems.
Discussed some modifications with OOR.

f. Vital Records

None

3. Assignments - Inactive

25X1X8

- a. OIL-Subject-Atomic Files Installation
- b. Logistics Security Staff Card Index.
- c. Machine Records Division Files Survey.

4. Notes

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- a. Mr. [REDACTED] was here on Monday to discuss Records Management generally. Arrangements made to continue these discussions and to make a trip to the Records Center shortly.

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Distribution:

Orig - Addressee

- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Miss [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - RMS (July - Dec 1958 - Yellow Copy)

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[Handwritten signature]
12/19/58

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Mgt/S/RMS/ [REDACTED] :fjm 19 Dec 1958